PEASE PARK

Background

- Site of illegal sexual activity
- Undesirable area for families with children
- Traffic through the night
- Sting operation conducted by A.P.D.
- Increased Park Police patrol
- Traffic count by Public Works

PEASE PARK

Key Areas

- Parkway Road
- Restroom
- Parking Lot

PEASE PARK

General Considerations

- Need to meet with neighborhood
- Use of temporary measures to test options
- Displacement of activity to other public areas

OPTION 1:

Designate additional street lengths as no-parking areas (signs)

Minimal cost

Minimal deterrent

Effect on neighbors' parking

OPTION 2:

Increased street lights along entire perimeter of the park

Moderate cost

Moderate deterrent

Possible effect on homes

OPTION 3:

Make Parkway a 1-way south-bound road (Possibly make Rainbow Bend and Windsor Road 1-way eastbound)

Minimal cost

Effect on cruising patterns

Possible re-routing of cruising

Effect on neighbors' routes to and from home

OPTION 4:

Make Parkway 1-way north-bound

(Possibly close off Rainbow Bend at Parkway or make Rainbow Bend 1-way west-bound)

Major effect on cruising pattern

Minimal cost

Possibly re-routing of cruising

OPTION 5:

Close lower portion of Parkway (10 p.m. to 5 a.m.)

Isolation of south portion of park and restroom area

Possible re-routing of cruising

Emergency vehicle access—not a major problem

Cost of barricade

Effect on neighbors' routes to and from home

Opening and closing evening, morning and during the night

OPTION 6:

Close major portion of Parkway (10 p.m. to 5 a.m.)

Dramatic effect on cruising

Precedent of closing a through street to public access

On-going maintenance

Possible re-routing of cruising

Emergency vehicle access-major obstacle

Possible Opticom-gated system--very expensive

Effect on neighbors' routes to and from home

Opening and closing during night

OPTION 7:

Place new Frisbee golf course in the park

Drives out undesirable activity

Minimal cost

Increased recreational value of park

Conflict with other users

Increased parking demand

Limited to day-time

Increased deterioration of park



MEMORANDUM

TO: Park and Recreation Board Members

FROM: Jesus M. Olivares, Director

Parks and Recreation Department

DATE: November 20, 1996

SUBJECT: Parkland Development - Shoal Creek

The owners of GSD&M Advertising Company are constructing a new office building on West 6th Street immediately east of the new Whole Foods/Book People complex. Part of their project falls within the DC Downtown Creeks combining district, the purpose of which is "to promote public accessibility and pedestrian use along downtown creeks, and to protect and enhance the scenic character of these creek corridors" (Land Development Code 13-2-175). The project is adjacent to the Shoal Creek Trail and a small parcel of undeveloped parkland adjacent to the trail, as shown by Exhibit 1.

In order to comply with the DC Downtown Creeks combining district, GSD&M has agreed to develop the small park parcel and improve access to the creek. The size of the parcel will restrict its development to two picnic tables, a trash receptacle and landscaping.

The banks of Shoal Creek adjacent to this section of parkland are very steep and the only access to the trail that could be constructed are steps. Because steps will not provide access for all users, and construction of steps at this location will be subject to the erosion forces of Shoal Creek, an alternative location for a new access was investigated.

A new connection to the trail, that would be accessible to all users, was possible from Henderson Street at the intersection with 9th Street further to the north. The land is owned by Roy Butler and is leased to Whole Foods Market. Both Mr. Butler and Whole Foods have agreed to give the City an easement from the trail and GSD&M have agreed to construct the trail connection as part of the mitigation requirements for development in the Downtown Creek Zone.

The location of this trail easement is shown on Exhibit 1 and in more detail on Exhibit 2.

Parks and Recreation Board
Parkland Development - Shoal Creek
November 20, 1996
Page 2

It is anticipated that the new park and trail access will be used primarily by the employees and clients of the establishments in the area, including GSD&M, Whole Foods, BookPeople and the 600 Lamar shopping center.

Plans for park development will be reviewed and approved by PARD staff and the Development Services Department prior to construction. Upon completion of the park, which is estimated in the new year, the improvements will be dedicated to the City, whereupon PARD will assume responsibility.

Recommendation

- 1. Accept the improvement of the undeveloped section of parkland and construction of new section of trail on Shoal Creek, as shown in Exhibit 1, from GSD&M.
- 2. Accept the trail easement from Roy Butler and Whole Foods Market, to allow construction of the trail connection, at the location as shown in Erhibit 2.

If I can provide you with any additional information please conatct me.

Jesus M. Olivares, Director

Jun M. Olivar

Parks and Recreation Department



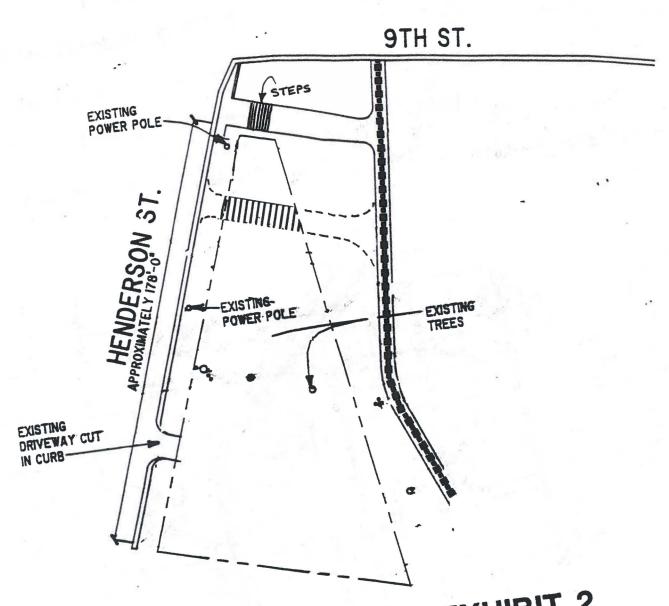


EXHIBIT 2

Shoal Creek Trail

Trail Easement



MEMORANDUM

TO: Parks and Recreation Board

FROM: Jesus M. Olivares, Director

Parks and Recreation Department

DATE: November 21, 1996

SUBJECT: Austin Aqua Festival

Attached please find a copy of a memo to Mayor and Council Members regarding Austin Aqua Festival (AAF). Also included is the Festival's profit and loss statement. In summary, while AAF paid all fees and charges for the 1996 event, they still have an unpaid \$124,214 debt to the City. The Law Department advised AAF is in "material breach of its duty to pay rental fees" as written in the Installment Agreement approved by Council in 1994.

The memo outlines two options for action: bringing suit to collect payments due, or renegotiating the installment schedule.

I am asking you to review the attached documents and make a recommendation to Council for further action.

Jesus M. Olivares, Director

Jane M. Olusa

Parks and Recreation Department





MEMORANDUM

TO: Mayor and Council Members

FROM: Jesus M. Olivares, Director

Parks and Recreation Department

DATE: to city Hall u120/96

SUBJECT: 1996 Austin Aqua Festival

I am providing the following information concerning Austin Aqua Festival (AAF) License Agreement and the 1996 Festival. Also attached for your review is a copy of AAF's profit and loss statement for January through September 1996.

The total amount due to the City of Austin for the 1996 Festival, including rental fees and direct expenses, was \$22,419. AAF prepaid \$23,592, so they overpaid by \$1,173. In addition, approximately \$135,000 in bills due to outside vendors for the 1996 Festival remains unpaid.

As part of the third amendment to the License Agreement, AAF agreed to pay the City \$55,895 on October 1, 1996. This amount consists of \$32,731 due from the 1995 Festival and \$23,164 from the 1993 Festival. The total of \$55,895 was reduced by the \$1,173 overpaid for the 1996 Festival, leaving \$54,722 overdue.

AAF also owes the City an additional \$69,492 from the 1993 Festival. However, per the amended License Agreement, this amount is to be paid back from net proceeds of unspecified future Festivals. Hence, the total amount owed to the City of Austin is \$124,214.

A summary of the payment portions of the License Agreement and amendments follows.

Original December 1990 Agreement

This 15-year Agreement set rental rates for Auditorium Shores at 7% of gross receipts or \$130,000 annually, whichever is greater. In addition, AAF is responsible for direct costs for City services such as electrical work, electric consumption, irrigation repairs, police, etc.

Memo to Mayor and Council 1996 Aqua Festival Page 2

First Amendment - 1994

AAF was allowed to enter into an installment agreement to pay the 1993 license fee over a five-year period. An initial payment of \$15,000 was due before November 15, 1994 with four equal installments of \$23,164 each due October 1 of 1995, 1996, 1997 and 1998. In addition, rental rates for 1994 were reduced from the \$130,000 or 7% of profits.

Second Amendment - 1995

AAF was allowed to pay the same rental rates as approved for the 1994 Festival.

Third Amendment - 1996

Rental rates were further reduced, and AAF was required to prepay rental fees and an estimated 25% of direct costs.

Although AAF paid all 1996 Festival bills due the City, they were unable to make the full payment of \$55,895 due October 1, 1996. I asked the Law Department to review all documents to see if Aqua Festival had breached the Agreement and what the City's options are.

Raul Calderon advised me November 18 that AAF's failure to pay the amounts due "is a material breach of its duty to pay rental fees". He outlined options as follows:

- bring suit to collect payments due and owing and declare the Agreement terminated. This entails giving notice and allowing AAF seven (7) calendar days to cure the default. If they do not, the Agreement may be terminated. The original License Agreement states notice of breach must occur before the end of November.
- . renegotiate the installment schedule to allow Aqua Festival time to pay amounts owed.

I am asking the Parks and Recreation Board to review the options at its November 26 meeting and make a recommendation to Council.

Please let me know if you have additional questions or concerns.

Jesus M. Olivares, Director

Parks and Recreation Department

xc: Toby Futrell

Austin Aqua Festival Profit and Loss January through September 1996

	Јап - Sep '96	
Ordinary Income/Expense		
Income SK Run		
Drag Boat Races - Income -		3,725.00
Beer/Wine Sales	7.636.00	
Boat Race Advertising	299.00	
Concessions	1,583.35	
ice Sales	748.00	
Overage/Shortage		
Beer/Wine Souvenir Booth	-5.03	
Tickets	0.02	
	-392.00	
Total Overage/Shortage	-397.01	
Registration	16,052.00	
Soft Drinks	1,450.50	The same
Souvenir Booth Sales	404.73	
Ticket Sales		
Crew Tickets		
With Skipper Pins	1,392.00	
Without Skipper Pins	11,790.00	
Ticket Sales - Other	300.00	
Total Ticket Sales	13,482.00	
Drag Boat Races - Income - Other		
Total Drag Bost Races Income.		11,258.57
Fest Nights Admin. Income		
Bad Wraps	6.00	
Misc. Income	567.57	
Sales	*	
Amusement Rides	75,772.44	
Arts & Crafts Beer	1,375.00	
Board Brigadier	158,478.00 4,320.00	
Brigadler	36.537.00	
Corporate Booth	2,500.00	
Food South	24,801.39	
Game Boots	3,793.00	
Glow Lights	3,222.25	
Hospitality Seer	3,953.00	
Ice Sales	4,190.00	
Jaycees Lamonade: Sales Overage/Shortage	1,071.27.	
Gverage/Shortage Beer/Wine	-1.213.24	
Parking	-23.30	
Souvenir Booth:	-961.35	
Tickets	-1,333.91	
Total Overage/Shortage	-3,531.80	
Parking Tickets	36,250.00	
Poster	22.00	
Pre-Sale Tickets	460.00	
Skipper Pins	1,136.00	
Soft Drinks	18,886.44	
Souvenir Booth	4 100 00	
Caps	1,199.00	
Koozies	6,150.00 189.00	
Posters Souvenir Booth - Other	2.097.82	
Total Souvenir Booth	9.635.82	
	3, 000 .06	
T-Shirts	3,459.00	
Adult Shirt	2,450,00	
Backstage Child Shirt	2,450.00 480.00	
Henley Shirts	2,180.00	
nemey onice	2,100.90	

Austin Aqua Festival Profit and Loss January through September 1996

	Jan - Sep '96
Last Year T-Shirts Tank Tops XXL Adult Shirt T-Shirts - Other	885.00 780.00 504.00 4,224.00
Total T-Shirts	14,962.00
Total Sales	395,835.81
Sponsorships Corporate	67,750.00
Total Sponsorships	67,750.00
Ticket Sales With Skipper Pins Without Skipper Pins Ticket Sales - Other	46,050.00 120,984.00 1,500.00
Total Ticket Sales	168,534.00
Fest Nights Admin. Income - Other	1,512.00
Total Fest Nights Admin. Income	634,205.38
Land Events Beer & Wine Volleybail Tournament Land Events - Other	300.00 519.50 -454.15
Total Land Events	365.35
Misc. Deposits Miscellaneous Income Reimbursed Expenses	405.00 4,907.10 948.00
Total Income	. 685,814.40
Expense SK Run Expense Advertising Bank Service Charges Contract Labor Drag Boat Races	285.00 8,675.00 108.00 1,020.00
Beer/Wine Fees Security Trophies Winners Drag Boat Races - Other	7,729.95 20,260.00 1,501.50 2,653.21 12,412.50 256.41
Total Drag Boat Races	44,823.57
Fest Nights Admin. Expense Advertising Bank Expenses Barricades	664,84 39,10 14,900.00
Beer Wrist Bands Beer - Other	485.50 48,843.96
Total Beer	49,329.46
Beverges Bottled Water Brigadier Building Rentals City Services Clean Up Costs	11,683,16 6,048,00 31,471,74 14,221,68 23,592,00 18,696,38
Contract Services Electric Electric - 1998 Security - APD/TCSO Security - Other	42,102.26 34,500.00 57,100.00 5,947.50

Austin Aqua Festival Profit and Loss

January through September 1996

				Jan - Sep '96	
	Total Contract Services			139,649,76	
	Elestrical Pole Installation Entertainment Equipment Rentals Fencing Fireworks Food Booth			10,796.24 179,675.00 8,049.50 15,695.00 25,000.00 5,434.36	
7 •	Furniture Rentals Golf Carts Hospitality Ice			900.68 5,106.75 239.95 6,928.00	
•	Karate Tournament Music Licenses Parking Lot Physical Arrangements			948.40 150.00 9,000.00 371.10	
	Portapotties Skipper Pins Sound & Light Stage Construction Stage Operations T-Shirts Telephone Tent Rentals			11,500.00 7,393.15 5,975.00 32,401.00 44,779.34 16,604.67 2,606.88 4,437.00	•
	Ticket Printing Transportation Services Uniforms			3,784.14 588.74 2,808.45	
	Total Fest Nights Admin_Expense	W- /t-		711,44	9.43
	Insurance Liability Insurance			20,834.00	
	Total Insurance			20,83	4.00
	Land Parade Misc. expense Miscalianeous Reimbursed Expenses. Miscellaneous - Other			2,825.52 621.31	4.41 4.00
	Total Miscellaneous			3,44	6.83
	Office Supplies Postage and Delivery Printing and Reproduction Professional Fees Legal Fees		4	1,09	5.14 0.84 7.89
	Total Professional Fees			3	0.00
	Taxes Beer and Wine Tax			19,060.00	
	Total Taxes		*	19,06	0.00
	Telephone	407		25	0.00
1	Total Expense			818,33	5.11
Net (Ordinary Income			-132,52	0.71
Net Inco	me			-132,52	0.71

NOTE:

111/96

A balance of \$ 55,895 (less appr. \$1500 over payment from 1996) is due the City Of Austin from 1993 and 1995. This is NOT included in the Profit and Loss.

However, \$34,500 IS included in the Profit and Loss (electrical services) which is actually payments of a 1995 Liability.

No other liabilities exist.



MEMORANDUM.

TO:

Parks and Recreation Board &

Environmental Board

From:

Jesus M. Olivares, Director

Parks and Recreation Department

Date:

November 20, 1996

Subject: 1995-96 Annual Concession Report

In accordance with City of Austin Ordinance No. 890126-P, known as the Town Lake Ordinance, attached is the 1994-95 Annual Concession Report, the sixth annual review of concessions on Town Lake. The Town Lake Ordinance requires that an annual report concerning the status of concessions in Town Lake Park, including the Zilker Park area, be prepared by the Parks and Recreation Department and presented to the Parks Board and the Environmental Board.

Within 30 days of receipt of the report, you are required to make a recommendation to Council regarding appropriate concessions in Town Lake Park, the status of existing concessions and the advisability of issuing Requests for Proposals (RFP) for any new concessions.

If you have any questions, please contact me at 499-6717.

Jesus M. Olivares, Director

Parks and Recreation Department



Parks and Recreation Department

1995-96 Annual Concession Report

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I. Introduction

City of Austin Ordinance No. 890126-P, known as the Town Lake Ordinance, requires that an annual report concerning the status of concessions in Town Lake Park, including the Zilker Park area, be prepared by the Parks and Recreation Department and presented to the Parks and Recreation Board and the Environmental Board in October of each year. The report shall describe the current concessions in Town Lake Park, including operations, sales and revenues for the prior fiscal year, along with any issues or problems that may have arisen. In addition to current concessions, any information regarding new concessions in Town Lake Park shall be presented as well. The Parks and Recreation Board and the Environmental Board shall then make a recommendation to the City Council within 30 days of receipt of the report regarding appropriate concessions in Town Lake Park, the status of existing concessions and the advisability of issuing Request for Proposals (RFP) for any new concessions.

II. Current Concessions

There are currently six concessions in Town Lake Park which have contracts of a year or more and have permanent facilities. Three of these concessions are boat related, one provides train rides, a pitch and putt golf course, and another serves food and beverages. The three public boat related concessions along with private boat concessions provide a total of 128 boats for rent on Town Lake.

As shown in the table below, gross sales for these concessions in 1995-96 were \$874,038 or 21.2% more than the 1994-95 sales, while revenue to the City was \$162,773 or 16.7% greater than in 1994-95.

Concession	Commission Paid	1994-95 Gross Sales	1 995-96 Gross Sales	1994-95 Revenue to the City	1995-96 Revenue to the City
Barton Springs F & B	38%	\$227,669	\$272,044	\$86,655	\$99,380
Butler Pitch & Putt	\$1,000 / month	\$22,632	\$27,207	\$12,000	\$12,000
Lone Star River Boat	5%	\$149,502	\$178,308	\$7,476	\$8,525
Texas Rowing	10%	\$41,042	\$48,395	\$4,104	\$4,944
Zilker Canoe Rental	11% of first \$40k & 12% thereafter	\$87,859.	\$108,644	\$9,990	\$12,980
Zilker Eagle Railroad	10%	\$192,600	\$239,440	. \$19,264	\$23,944
- Total		\$721,304	\$874,038	\$139,489	\$161,773

Miniature Train Concession (Zilker Eagle Railroad)

The contract with the Zilker Railroad expired on September 30, 1996. A new contract was signed with Texas Special, Inc. on April 11, 1996. The former concessionaire began removing his track and other infrastructure in October 1996, but was unable to complete the task in a timely manner. The Parks and Recreation Department completed removing the remainder of the infrastructure and provided a clean and leveled site to the new owner. Renovation and construction activities are

¹ This report is being presented in November to allow for inclusion of September revenue payments, which are not received until mid-October.

² Temporary concessions, defined as those involving no permanent facilities and having a contract term shorter than one year, are not included in this report.

currently in progress. Texas Special anticipates that its train operation will be operational by February 1997.

Wooden Rowboat Concession

The Wooden Rowboat Concession is the first new concession contract awarded on Town Lake since 1987. The contract for this concession was awarded to Mr. John Gallagher of South Sixth Street Boatworks on October 27, 1992. The concession is located on the south shore of Town Lake, immediately west of and adjacent to Dry Creek. The concession was originally scheduled to begin operations in October of 1993. In August of 1993 Mr. Gallagher informed the Parks and Recreation Department that he would not be able to begin operations in October of 1993. In October 1994, a contract amendment was signed that revised Mr. Gallagher until March 1, 1995 to commence operations. In May 1995, the concession was still not operational. Mr. Gallagher met with the Parks and Recreation Department and agreed to open in May 1996. A meeting was scheduled with Mr. Gallagher for August 21, 1996, to discuss the status of the concession. Mr. Gallagher failed to show for this meeting. After nearly four (4) years of granting extensions, the concession was still not operational. PARD is currently working to determine the viability of this concession.

III. OTHER CONCESSION ACTIVITY

COUNCIL DIRECTION

In February 1995 as a condition of approving contract awards for the Lions Golf Course Food & Beverage and Zilker Park rowing concessionaires, the Mayor requested that the Office of the City Auditor (OCA) perform an audit on Cumulus, Inc. (the food & beverage concession) before a new contract was executed. Additionally, he requested that the Parks and Recreation Department develop and implement guidelines for periodic audits/reviews of concession contracts.

The Cumulus, Inc. audit focused on evaluating the accuracy of payments remitted to the City and compliance with selected contract terms of the previous contract. The audit findings determined that concession revenue was accurately recorded and paid to the City. However, the auditors recommended that the concessionaires should establish procedures to ensure that payments are remitted and other insurance and financial data are submitted to PARD within time parameters specified in the contract. They also recommended that the Parks and Recreation Department implement the following for all concessions:

- the implementation of procedures for time/date stamping cash receipts and monitoring of concessionaire insurance documents, to facilitate tracking of compliance with contract date parameters and insurance requirements.
- the requirement that all concessionaires provide state sales tax reports, to allow timely relevant analyses of concessionaire revenue.
- at a minimum, conduct biennial meetings with all concessionaires to establish a dialogue on contractual and other issues.

The Parks and Recreation Department worked with the Financial and Administrative Services Department (FASD) to develop guidelines for ongoing contract compliance reviews. Contracts

which resulted in \$20,000 or less in gross operational revenue were designated to receive desk reviews.³ Those with gross operational revenues of \$20,000 or more were designated to receive full reviews.⁴ The results of the reviews conducted in the last fiscal year are included in Section V of this report. At the Parks Department's request, FASD also developed and completed audits on Lone Star River Boat, Zilker Park Boat Rental and Texas Rowing.

FASD AUDIT FINDINGS

In January 1996, FASD presented its findings on the Lone Star Riverboat, Zilker Park Boat Rental and L'Avrion (formerly Texas Rowing) audits to the Audit and Finance Subcommittee of the City Council. The purpose of the audits were to assess compliance with certain financial and operational aspects of these contracts and to perform a limited review of internal controls.

The audit findings indicated that record keeping was inadequate to determine if the City was receiving all the revenue to which it was entitled. As a result, Financial and Administrative Services Department recommended that PARD should include more specific record keeping requirements in future contracts, particularly in the areas of cash register capabilities. The concessionaires on the other hand felt that the suggested requirements were too stringent. Also recommended to the Parks and Recreation Department was:

- that contracts and reporting forms be reviewed for consistency in definition and terminology,
- that procedures be implemented to ensure receipt and review of documentation required by contract; and,
- that concessionaires be made aware of contract requirements, and that PARD enforce these requirements.

The recommendations of both the Cumulus, Inc. and FASD audits have been incorporated into the day to day concession management activities and are being implemented on an ongoing basis.

The subcommittee discussed the benefits of receiving revenue from the concessionaires on a flat fee versus commission basis. They felt that the flat fee basis would require less record keeping, would allow the concessionaires to go about their business in a less cumbersome manner and guarantee the city a set amount of revenue. The Sub-committee asked that staff develop a proposal for this issue and that it be brought back to them and the City Council for deliberation and policy direction.

CONCESSION SURVEY

As a result of the Audit and Finance subcommittee direction, the Parks and Recreation Department completed a nationwide survey to collect data and evaluate the Flat Fee versus percentage of gross revenue payment methods for concessions. The survey attempted to identify the method of concessionaire payment used by Parks and Recreation Departments serving cities of comparable

³ Desk reviews include examining compliance with contract terms and conditions, based on the information available in contract files.

⁴ Full reviews include a complete evaluation of internal controls to identify potential errors and or misstatement of funds. The reviews include anonymous site observations and reviewing of financial documentation to evaluate the accuracy of revenue paid to the City.

size. It also attempted to provide data to the Parks and Recreation Department that would reveal the most accurate and effective way of charging concessions.

The data collected indicated that there is not a pattern or definitive way of developing concessionaire fees and methods of charging. Each PARD has a slightly different method of achieving their concessionaire objectives and has a different set of circumstances and motivations for utilizing the concessionaire contract methods.

The FASD findings, the Audit and Finance Sub-committee direction and the survey were presented to the Parks Board in August 1996. The Parks Board in response appointed a Concession sub-committee to address this issue.

In March of 1993, the City Council adopted a Policy for concession on Parkland. The Policy requires that it be reviewed every three years by the Parks Board with any recommended changes be forwarded to the City Council for approval. In addition to making a recommendation on payment methodologies for concessions, the Parks Board Concession sub-committee will also be tasked with reviewing the 1993 Concession Policy.

IV. Concessions Status

The following section of this report will discuss each of the permanent concessions with regard to each location, contract term, general activities, reviews, sales, revenues, and commissions for the 1995-1996 fiscal year.

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Barton Springs Food and Drink

Concessionaire	Location
Mr. Willie Rodriguez	Zilker Park - near Barton Springs Pool
5000 Broken Bow	
Austin, Texas 78745	
(512) 444-5992	
(512) 447-5872	
Hours of Operation	Sign Posted
9:00 a.m 8:00 p.m., Monday - Friday	Yes - menu
9:00 a.m 10:00 p.m., Saturday and Sunday	

General Activities

Barton Springs Food and Drink is the City's oldest concession. Mr. Willie Rodriguez of Rodriguez Concession, Inc. has been managing the concession since May 1, 1950. A five year contract with a five year extension option was awarded to Mr. Rodriguez on March 18, 1993. The new contract included an increase in the percentage of revenue paid to the City from 35% to 38%.

Tables 1 & 2 illustrate the monthly sales and revenue to the City for Barton Springs Food and Drink for the past five fiscal years. The 1995-96 sales of \$272,044 are 19.5% more than the 1994-95 sales, resulting in a 14.7% or a \$12,725 increase in revenue.

Concession Review

A full review of this concession took place in order to assess certain performance and finance related aspects of the contract. Preliminary findings indicated minor problems with cash handling and inventory procedures. Certain insurance coverage was not in place and some records requirements were not being met. A number of PARD Standard Business Procedures for Concessionaires were not implemented, as well. Because of record keeping and cash handling issues, the reviewer was unable to perform detailed testing of transactions. However, no material discrepancies in revenue reporting were apparent, and the City appeared to receive the correct amount of revenue due it for the review period. The concessionaire is in the process of addressing all concerns raised by PARD in the review, and implementation of recommendations is expected in a timely manner.

(995) (996) supposit Consession Report

	Sales 91-92	Sales 92-93	Sales 93-94	Sales 94-95	Sales 95-96
October	10,700	13,259	10,308	8,490	16,710
November	3,817	4,895	4,862	8,623	8,797
December	1,887	1,465	3,517	5,019	5,977
January	3,802	4,592	4,652	9,145	10,076
February	11,770	6,615	8,056	10,110	14,839
March	19,471	17,326	20,055	19,586	21,335
April	14,666	19,095	19,799	23,477	26,161
May	14,040	27,641	26,273	26,859	34,992
June	17,111	24,048	36,613	29,151	39,744
July	26,040	38,347	40,874	41,399	46,988
August	30,774	31,947	24,895	25,399	27,031
September	16,231	15,640	15,730	20,411	19,394
Total	\$ 170,309	\$ 204,870	\$215,634	\$227,669	\$272,044

Table 2: Barton Springs Food and Drink Revenue to the City

	Rev. 91-92	Rev. 92-93	Rev. 93-94	Rev. 94-95	Rev. 95-96
October	3,745	4,641	3,608	3,226	5,880
November	1,336	1,713	1,702	3,277	3,088
December	661	513	1,231	1,907	2,098
January	1,331	1,607	1,768	3,475	3,537
February	4,119	2,315	3,061	3,842	5,209
March	6,815	6,064	7,621	7,443	7,489
April	5,133	6,683	7,524	8,921	9,184
Мау	4,914	9,674	9,984	10,206	12,283
June	5,989	8,417	13,913	11,078	15,114
July	9,114	13,421	15,532	15,732	17,856
August	10,771	11,182	9,460	9,652	10,272
September	5,681	5,474	5,977	7,896	7,370
Total	\$59,609	\$71,704	\$81,381	\$86,655	\$99,380

Butler Pitch and Putt

Concessionaire	Location		
Mr. Winston Kinser	201 Lee Barton Drive	R	
2600 Stratford Drive	(512) 477-9025		
Austin, Texas 78703			
(512) 327-0761			
Hours of Operation	Sign Posted		
8:30 AM until dark, seven days a week	Yes		

General Activities

Butler Pitch and Putt offers "par three" short irons golf to participants of all ages. The course was designed by the current concessionaire, Mr. Winston Kinser, and his brother in 1949. Opened in 1950, Butler Pitch and Putt is one of the City's oldest concessions. The Kinsers were awarded a five year contract with a five year extension option in April 1993. Under their new contract the Kinsers pay a flat rate of \$1,000 per month instead of the previous 30% of gross sales. In addition to operating the concession, the Kinsers are responsible for the continued maintenance and upkeep of the course, an annual cost savings of approximately \$20,000 to the City of Austin.

Revenues for Butler Pitch and Putt stem from two sources: golf fees and merchandise sales. The revenues of each source are combined to form gross sales. The price per round is \$3.75 for the first round, \$3.25 for the second, and \$2.25 for the third. Related merchandise, such as balls and tees, are available for sale with clubs available for rent at \$.75 per club. Tables 3 & 4 illustrate the monthly sales and revenue to the City for Butler Pitch and Putt for the past five fiscal years. The 1995-96 sales of \$27,207 are 20.2% more than the 1994-95 sales. The amount of revenue received by the City in 1995-96 remained unchanged from 1994-95.

Concession Review

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance coverage. While the City has received all of the revenue due under the contract, results indicate record keeping deficiencies on the part of the concessionaire, a lack of a fidelity bond and non-owned vehicle liability insurance. Additionally, the marketing plan included in the concession contract has not been implemented. The concessionaire has agreed to implement more complete recording keeping, obtain a fidelity bond and revise and implement their original marketing plan. Concessionaire has requested a waiver from the requirement for non-owned vehicle liability insurance: the Parks Department will submit this request to the City's Risk Management office for consideration. The Parks Department will prepare a contract amendment to delete the requirement for IRS returns as recommended by the City Auditor. Instead, the concessionaire will submit monthly sales reports and annual sales tax returns.

Sales 91-92 Sales 92-93 | Sales 93-94 | Sales 94-95 Sales 95-96 3.152 2,985 2,091 2,251 2,510 October November 1,883 1,517 1,311 1,520 2,195 December 80 151 1,150 386 653 1,384 87 126 210 419 January 161 176 348 February 2,018 67 73 2,212 March 676 823 986 3,049 1,526 1,366 1,403 1,761 April May 3,300 2,977 2,510 2,305 2,736 June 3,204 2,931 3,150 3,191 3,027 July 5,348 4,127 3,976 3,821 4,258 4,813 4,375 4,140 3,976 4,425 August 2,564 2,241 2,070 2,611 September 3,725 Total \$34,077 \$23,082 \$21,509 \$22,632 \$27,207

and Merchandise Sales

Table 4: Butler Park Pitch and Putt Revenue to the City

	Rev. 91-92	Rev. 92-93	Rev. 93-94	Rev. 94-95	Rev. 95-96
October	945	896	1,000	1,000	1,000
November	565	455	1,000	1,000	1,000
December	345	. 24	1,000	1,000	1,000
January	315	26	1,000	1,000	1,000
February	606	20	1,000	1,000	1,000
March	664	22	1,000	1,000	1,000
April	915	909	1,000	1,000	1,000
Мау	990	1,000	1,000	1,000	1,000
June	961	1,000	1,000	1,000	1,000
July	1,603	1,000	1,000	1,000	1,000
August	1,444	1,000	1,000	1,000	1,000
September	769	1,000	1,000	1,000	1,000
Total	\$10,122	\$7,352	\$12,000	\$12,000	\$12,000

Lone Star Riverboat

Concessionaire	Location
Mr. Michael K. Pearce	101 South First
P.O. Box 160608	(512) 327-1388
Austin, Texas 78716	
Hours of Operation	Sign Posted
Summer Hours (June - August):	Yes
Public rides: Tuesday - Sunday 5:30; Friday Night 10:30	4
Private charters: on a reservation basis	1 1 1
Fall and Spring Hours (Sept Nov. & March - May)	
Public rides: Saturday - Sunday 3:00 p.m.	
Private charters: on a reservation basis	
Winter Hours (Dec Feb.) Private charters: on a reservation basis	

General Activities

The Lone Star Riverboat is an old-fashioned style stern paddle wheel riverboat which has been providing rides on Town Lake since 1979. The current owner of the riverboat, Mr. Michael Pearce, purchased the boat from Mr. Jerry Snodgrass in June of 1987. Narrated tours of the lake, which last 1 1/2 hours, are available to the public Tuesday through Sunday at 5:30 p.m. A "Moonlight Cruise", which is not narrated, is offered on Friday nights at 10:30. Public rides are offered on Saturday and Sunday at 3:00 p.m. during off months. Prices for public rides are as follows: \$9.00 for adults, \$7.00 for seniors, and \$6.00 for children under twelve. Private charters occur on a reservation basis only and constitute approximately 75% of the concession's annual gross receipts. Catering is available on charters.

The contract for the Riverboat expired on November 9, 1993. A Request for Proposal was issued on March 14, 1994 for this concession, with the current concessionaire being the sole respondent. This concession currently operates on a month-to-month basis. The concessionaire currently pays the City 5% of gross sales. Tables 5 & 6 illustrate the monthly sales and revenue to the City for Lone Star River Boat for the past five fiscal years. The 1995-96 sales of \$178,308 are 19.3% more than the 1994-95 sales, resulting in a 14% or a \$1,049 increase in revenue.

Concession Review

A desk review of the concession was completed to assess certain financial and related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance coverage. Initial finding indicate that most contract terms are being met. The concessionaire has been contacted to request copies of all missing reports and / or documents. PARD will also meet with concessionaire to formally discuss the requirements of the Standard Business Procedures and monitor on a monthly basis to ensure that future reports are submitted in a timely manner.

Table 5: Lone Star Riverboat Sales

	Sales 91-92	Sales 92-93	Sales 93-94	Sales 94-95	Sales 95-96
October	21,546	21,014	12,710	22,590	23,212
November	6,286	6,912	10,644	10,260	11,576
December	8,859	7,101	2,726	1,731	6,320
January	0	795	728	1,663	1,293
February	0	15	0	1,218	5,056
March	1,999	13,975	7,692	4,659	8,426
April	15,260	17,136	19,425	11,867	16;538
Мау	28,437	19,096	25,000	23,252	27,259
June	22,632	22,747	18,938	12,626	20,370
July	23,183	25,596	26,118	16,476	23,610
August	22,262	20,473	23,773	21,020	16,010
September	20,733	20,262	10,054	22,140	18,638
Total	\$171,197	\$175,122	\$157,808	\$149,502	\$178,308

Table 6: Lone Star Riverboat Revenues to the City

and beautiful	Rev. 91-92	Rev. 92-93	Rev. 93-94	Rev. 94-95	Rev. 95-96
October	1,077	1,051	626	1,129	1,066
November	314	346	532	513	528
December	443	355	136	87	289
January	0	40	36	83	65
February	0	mom site can I	0	61	236
March	100	699	385	233	388
April	763	857	971	594	761
Мау	1,422	956	1,250	1,163	1,260
June	1,132	1,137	947	631	1,019
July	1,159	1,280	1,306	824	1,181
August	1,113	1,024	1,189	1,051	800
September	1,037	1,013	503	1,107	932
Total	\$8,560	\$8,759	\$7,881	\$7,476	\$8,525

Texas Rowing

Concessionaire	Location
Ms. Anne Marie Heilman	North shore of Town Lake off
P.O. Box 50424	Stephen F. Austin Drive
Austin, Texas 78703	Tage 1
(512) 478-7606 or (512) 328-7180	The A state of the
Hours of Operation	Sign Posted
5:00 p.m 8:00 p.m. Monday - Friday	Yes
8:00 a.m 12:00 p.m. Saturday and Sunday	

General Activities

Texas Rowing provides rowing lessons for \$55 which includes one hour with an instructor and 2 additional hours of on-the-water training. Private coaching is available for \$25 per half hour. Shells are not rented to people without rowing experience. Many citizens of Austin utilize this concession several times each week as a part of their physical fitness schedule. According to Ann Marie Heilman, who works at the concession and is a United States Rowing Association Coach, rowing is an excellent way to deal with the tensions of life while achieving a solid cardiovascular workout in the beautiful setting of Town Lake. Unlimited rowing memberships are available on a one year, six month, or 3 month basis for \$400, \$250, and \$150 respectively. Corporate rates are also available upon request.

According to Ms. Heilman, safety is a primary concern especially for novice rowers. The first three hours of training received are all safety related. Novice rowers are given a safety manual to review and are then quizzed on specific techniques and scenarios. In addition, rowers are shown a map of Town Lake with special attention paid to congested and high traffic areas. Ms. Heilman stressed that safety is taken very seriously at Texas Rowing.

The contract for Texas Rowing expired on June 8, 1993. A Request for Proposal for this concession was issued on March 21, 1994, the sole respondent was Anne Marie Heilman, who is currently operating the concession for Sam Rivers. This concession currently operates on a month-to-month basis. The current commission rate of 10% is applied to gross sales each month resulting in revenue for the City. Tables 7 & 8 illustrate the monthly sales and revenue to the City for Texas Rowing for the past five fiscal years. The 1995-96 sales of \$48,395 are 17.9% more than the 1994-95 sales, resulting in a 20.5% or an \$840 increase in revenue.

Concession Review

A desk review of the concession was completed to assess certain financial and related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance coverage. Initial finding indicate that most contract terms are being met. The concessionaire has been contacted to request copies of all missing reports and / or documents. PARD will also meet with concessionaire to formally discuss the requirements of the Standard Business Procedures and monitor on a monthly basis to ensure that future reports are submitted in a timely manner.

Table 7: Texas Rowing Sales

	Sales 91-92	Sales 92-93	Sales 93-94	Sales 94-95	Sales 95-96
October	1,660	2,785	1,972	3,218	5,375
November	1,229	1,977	2,948	2,361	3,568
December	377	3,810	1,991	1,171	1,178
January	285	1,833	1,593	2,565	5,278
February	0	4,125	3,250	3,759	3,498
March	327	2,134	3,755	3,759	2,994
April	1,567	3,245	3,741	3,619	3,084
May	1,227	3,171	3,898	4,719	3,885
June	1,668	3,259	4,375	2,875	5,222
July	2,970	3,343	1,958	5,284	5,759
August	2,172	2,568	2,200	3,932	5,844
September	2,227	4,534	2,454	3,780	2,710
Total	\$15,709	\$36,784	\$34,135	\$41,042	\$48,395

Table 8: Texas Rowing Revenues to the City

*	Rev. 91-92	Rev. 92-93	Rev. 93-94	Rev. 94-95	Rev. 95-96
October	166	279	197	322	498
November	123	198	294	236	330
December	38	381	199	117	109
January	29	183	159	256	489
February	0	413	325	376	296
March	33	213	375	376	504
April	157	325	374	362	374
May	123	317	390	472	389
June	167	326	438	288	522
July	297	334	196	528	576
August	217	257	220	393	584
September	223	453	245	378	273
Total	\$1,573	\$3,679	\$3,412	\$4,104	\$4,944

Zilker Canoe Rentals

Concessionaire -	Location
Mr. Howard Barnett	West side of Barton Creek immediately
2202-A Homedale Drive	below Barton Springs Pool
Austin, Texas 78704	
512-278-3852	
Hours of Operation	Sign Posted
March - Labor Day: Weekdays: 11:00 a.m dusk Weekends and Holidays: 9:00 a.m dusk	Yes
After Labor Day: 11:00 a.m dusk, weekends only	

General Activities

Zilker Canoe Rentals is the City's oldest boating concession. Mr. Howard Barnett started the concession in 1969 and throughout the years has not only provided the City with consistent revenues, but has also provided many boating experiences to groups from various organizations free of charge. Some of these organizations include: the Austin Association for Retarded Citizens, the Austin Public Library System, the Austin Sunshine Camp, the Austin-Travis County Mental Health Mental Retardation Center, the Texas School for the Blind, and the Texas School for the Deaf. By allowing the use of the canoes during non-peak hours to groups such as these, Mr. Barnett has afforded experiences to many people who would otherwise never have an opportunity to canoe.

The contract for this concession expired on June 8, 1993. A Request for Proposal was issued for the canoe rental concession on March 21, 1994. Three proposals were received in response. The Council awarded the contract for the operation of the concession to the Barnetts on February 2, 1995.

Canoes can be rented for \$6 per hour or \$25 a day. Life jackets are supplied to all renters and required for children under 12. Zilker Park Canoe Rentals currently pays 11% of its sales to the City.

Tables 9 & 10 illustrate the monthly sales and revenue to the City for Zilker Canoe Rentals for the past five fiscal years. The 1995-96 sales of \$108,644 are 23.7% more than the 1994-95 sales, resulting in a 29.9% or a \$2,990 increase in revenue.

Table 9: Zilker Canoe Rental Sales

	Sales 91-92	Sales 92-93	Sales 93-94	Sales 94-95	Sales 95-96
October	2,075	2,440	2,725	3,353	6,986
November	456	1,143	1,063	3,075	3,505
December	115	262	500	630	2,065
January	36	137	114	2,821	0
February	212	1,593	1,882	4,400	5,316
March	3,555	5,466	6,733	9,243	15,308
April	5,004	7,926	9,391	12,628	15,127
Мау	5,229	7,453	8,508	10,225	14,964
June	4,593	4,465	8,172	9,882	15,540
July	6,457	6,948	7,780	14,849	14,664
August	7,840	6,066	5,186	8,931	7,782
September	3,924	3,448	6,313	7,822	7,387
Total	\$39,496	\$47,347	\$58,367	\$87,859	\$108,644

Table 10: Zilker Canoe Rental Revenues to the City

	Rev. 91-92	Rev. 92-93	Rev. 93-94	Rev. 94-95	Rev. 95-96
October	228	268	300	369	776
November	50	126	117	338	389
December	13	29	. 55	69	229
January	4	15	13	310	442
February	23	175	207	484	585
March	391	601	741	1,017	1,684
April	550	872	1,033	1,389	1,634
Мау	575	820	936	1,125	1,796
June	505	491	899	1,186	1,865
July	743	764	856	1,782	1,760
August	862	667	570	982	934
September	432	379	694	939	886
Total	\$4,376	\$5,207	\$6,421	\$9,990	\$12,980

Zilker Eagle Railroad

Concessionaire	Location
Mr. Charles Beall	Zilker Park
1301 Capitol of Texas Hwy, Suite ~B- 125 Austin, Texas 78746	Train Station located next to playscape.
512-327-1000 Office	No. 2

General Activities:

On November 16, 1995, the City Council awarded a new contract to Texas Special, Inc. to operate this concession. Zilker Eagle Railroad's contract expired on September 30, 1996. As required in the contract with Texas Special the Parks and Recreation Department has provided a clean and leveled site to the new owner. Renovation and construction activities are currently in progress. Texas Special expects to begin operations in February 1997.

Tables 11 & 12 illustrate the monthly sales and revenue to the City for the Zilker Eagle Railroad for the past five years. The 1995-96 sales of \$239,440 are 24.3% more than the 1994-95 sales, resulting in a 24.3% or a \$4,680 increase in revenue.

Table 11: Zilker Eagle Railroad
Ticket and Souvenir Sales

0-1 01 00	0-1 02 02	0-1 02 04	0.1. 04.05	01 05 06
		Sales 93-94	Sales 94-95	Sales 95-96
17,383	17,219	17,207	0	24,350
8,674	8,612	4,517	1,860	12,040
8,145	8,452	4,740	8,490	12,140
2,578	6,635	8,574	8,400	12,110
15,823	8,400	11,115	8,400	18,110
23,495	25,400	18,698	20,540	24,080
18,989	26,805	22,923	24,349	26,560
18,551	19,604	20,717	28,738	20,590
23,130	23,175	18,720	26,595	26,690
14,976	33,767	23,045	32,570	20,460
25,547	23,044	22,400	14,598	20,380
8,731	16,677	2,424	18,060	21,930
\$186,022	\$217,790	\$175,080	\$192,600	\$239,440
	8,674 8,145 2,578 15,823 23,495 18,989 18,551 23,130 14,976 25,547 8,731	17,383 17,219 8,674 8,612 8,145 8,452 2,578 6,635 15,823 8,400 23,495 25,400 18,989 26,805 18,551 19,604 23,130 23,175 14,976 33,767 25,547 23,044 8,731 16,677	17,383 17,219 17,207 8,674 8,612 4,517 8,145 8,452 4,740 2,578 6,635 8,574 15,823 8,400 11,115 23,495 25,400 18,698 18,989 26,805 22,923 18,551 19,604 20,717 23,130 23,175 18,720 14,976 33,767 23,045 25,547 23,044 22,400 8,731 16,677 2,424	17,383 17,219 17,207 0 8,674 8,612 4,517 1,860 8,145 8,452 4,740 8,490 2,578 6,635 8,574 8,400 15,823 8,400 11,115 8,400 23,495 25,400 18,698 20,540 18,989 26,805 22,923 24,349 18,551 19,604 20,717 28,738 23,130 23,175 18,720 26,595 14,976 33,767 23,045 32,570 25,547 23,044 22,400 14,598 8,731 16,677 2,424 18,060

Table 12: Zilker Eagle Revenue to the City

	Rev. 91-92	Rev. 92-93	Rev. 93-94	Rev. 94-95	Rev. 95-96
October	1,738	1,722	1,721	0	2,435
November	867	861	452	186	1,204
December	814	845	474	849	1,214
January	258	663	857	840	1,211
February	1,540	840	1,111	840	1,811
March	2,350	2,540	1,870	2,054	2,408
April	1,899	2,681	2,292	2,435	2,656
Мау	1,855	2,030	2,072	2,878	2,059
June	2,313	2,318	1,872	2,659	2,669
July	1,498	3,377	2,305	3,257	2,046
August	2,555	2,304	2,240	1,460	2,038
September	873	1,668	242	1,806	2,193
Total	\$18,560	\$21,849	\$17,508	\$19,264	\$23,944

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PARKS AND RECREATION BOARD ANNUAL REPORT 1995-96

1. OFFICIAL NAME OF THE COMMISSION

Austin Parks and Recreation Board

2. OBJECTIVES AND FUNCTIONS

To advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin.

3. **AUTHORITY**

Created February 8, 1934, City Code, Volume a, Chapter 24, Article II, Section 24-3; amended March 15, 1951, Ordinance No. 590604-F; amended further by Ordinance No. 771013-O, Ordinance No. 780223-F, and Ordinance No. 780223-G.

4. NAMES, ADDRESSES, OCCUPATIONS AND ETHNICITY OF THE CURRENT MEMBERS OF THE COMMISSION

		Ethnicity
Name	es and Addresses	and Sex
a.	Rosemary Castleberry, Chair	WF
	2719 Windsor Road (03)	
	Business: Community Volunteer	
b.	Ricardo (Rocky) Medrano, Vice Chair	HM
	1408 Vargas Road (41)	
	Business: Constable, Precinct #4	
	agenous in	
C.	Elaine Carter, Secretary/Parliamentarian	BF
	4002 Palomar Lane (27)	
	Business: City of Austin Financial Counselor	
d.	Erma Linda Cruz-Torres	HF
	1117 Tillery Street (02)	
	Business: Betania Child Development Center	
e.	Marianne Scott Dwight	WF
	Business: Attorney	

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	. 7 1	
f.	Phil Friday	WM
	1207 West 10th Street (03)	
	Business: Attorney	
g.	Mary K. Isaacs	WF
	4816 Canyonbend Circle (35)	
	Business: Educator	
h.	Dewayne D. Naumann	WM
	P.O. Box 143092	
	Business: Texas Department of Transportation	
I.	Hermelinda Zamarripa	HF
	4811 Caswell Avenue (51)	
	Business: Employment Clerk	
Meml	bers Emeritus:	
	Mrs. Roberta Crenshaw	WF
	2515 El Greco Cove (03)	
	Mrs. Ruth D. Isley	WF
	301 Shoal Creek (05)	AAT.
	Joi Shoul Creek (03)	
	Mrs. Margaret Scarbrough	WF
	Scarbrough Bldg. (01)	
	Mrs. Louise Nivison	WF
	LIZEY, DVWING ATTENDED	***

5. REPORTS AND RECOMMENDATIONS PRESENTED TO THE CITY COUNCIL FROM OCTOBER 1995 THROUGH SEPTEMBER 1996 October 1995

Recommended approval of a use agreement for an underground electric line across part of Gaines Creek Park.

3600 Greystone, #511 (31)

Recommended approval of a use agreement for Manchaca Road Right-of-Way along the frontage of the South Austin Senior Activity Center.

Recommended approval of a use agreement with the Austin State School for the Aquadome.

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November 1995

Recommended awarding the miniature train concession in Zilker Park to Texas Special.

Recommended negotiation and execution of a parkland improvement agreement regarding Trinity Crossing.

Recommended changes to City Code, Chapter 11-1, Section 10-1-6 and 16-5-16 to include definition of a wildlife preserve and provide for law enforcement.

Recommended approval of a use agreement to allow the installation of a fiber optic cable system in Slaughter Creek Metropolitan Park.

Recommended approval of the Annual Concession Report.

December 1995

Recommend approval of use easement for a sanitary sewer at Yett Creek Park.

Recommended approval of a use agreement for a water line at "Rundberg Park."

Recommended purchase of playscape equipment for Allison Elementary School and Civitan Park.

January 1996

Recommended approval of an interlocal agreement with the City of Rollingwood to provide law enforcement services in portions of Zilker Park.

Recommended approval of proposed Request for Proposals for management of natural habitat and facilities at South Lake Austin Macrosite and Balcones Canyonlands Preserves.

Recommended approval of a parkland improvement agreement with Covenant Presbyterian Church.

Recommended a parkland improvement agreement with Capital Area Tennis Association (CATA) for restroom renovation at Caswell Tennis Center.

Recommended approval of parkland dedication ordinance in general, and specifically as it relates to Federal habitat dedication requirements and to the Four Points PUD.

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April 1996

Recommended approval of the pending U.S. Fish & Wildlife 10A Permit for BCCP Properties.

Recommended approval of Parkland Dedication Appropriation Expenditure Plan

Recommended an amendment to the 1990 License Agreement with Austin Aqua Festival.

June 1996

Recommended approval of the Parkland Maintenance Task Force Report.

Recommended a name change of the Pan American Recreation Center to the Oswaldo A.B. Cantu Recreation Center.

Recommended approval of a water ski slalom course for the North Austin Shortline Ski Club

July 1996

Recommended appointing Jesus M. Olivares as Chairman of the Austin Rosewood Community Development Corporation.

Recommended no changes be made to the Parkland Dedication Ordinance.

Recommended additional considerations in the FY 1996-97 PARD Operating budget as it relates to maintenance.

August 1996

Recommended additional considerations for temporary/seasonal and park police salaries and recommended support for an additional funding proposal by Beverly Griffith for park programs.

1 Sub-resolution

6. <u>NUMBER OF MEETINGS HELD</u>

23

7. ATTENDANCE

See Attached Sheets

ATTENDANCE SHEET FOR PARKS & RECREATION BOARD MEETINGS

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8. NUMBER OF PUBLIC HEARINGS HELD

Two (2) public hearings were held by the Board and they took public comment at numerous other occasions.

9. <u>NAVIGATION</u>

The Parks and Recreation Board acted on 18 navigation items.

10. EXPENSE

\$12,775 (includes \$331 postage, \$480 copying, \$600 office supplies, and \$11,364 non-exempt wages)

11. <u>CITY PERSONNEL WHO REGULARLY ASSIST THE BOARD</u>

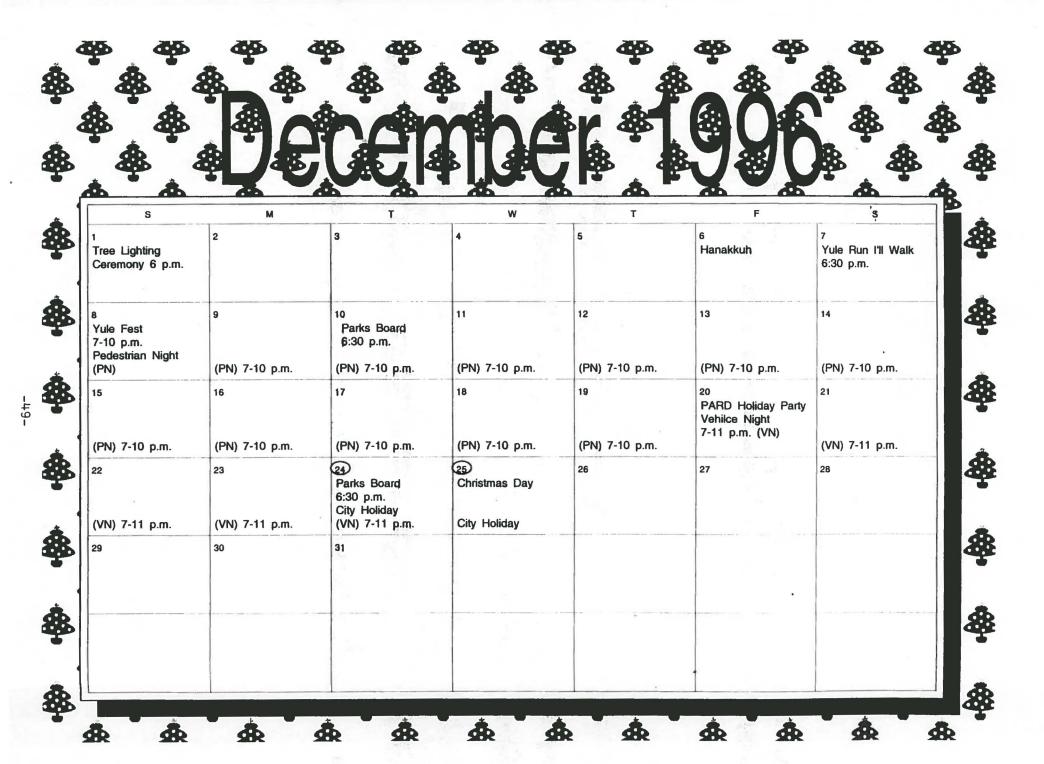
- a. Jesus M. Olivares, Director, PARD
- b. Kimberley Jamail Mitchell, Administrative Assistant, III. PARD
- c. Mary Ybarbo, Administrative Secretary, PARD
- d. Stuart Strong, Division Manager, PARD
- e. Peter Marsh, Engineering Associate III, PARD
- f. Warren Struss, Park Police Administrator
- g. Ray Lopez, Division Manager, PARD
- h. Sandra Aguirre, Administrative Assistant III, PARD

11. FUNCTIONS OF THE BOARD WHICH ARE DUPLICATED BY ANY OTHER COMMISSION

There are no other boards that duplicate the functions of the Parks and Recreation Board.

12. **RECOMMENDATIONS**

The Parks and Recreation Board very strongly recommends that the Board be continued as it is a very vital liaison between the community and the City Council on matters involving parks and recreation services for the citizens of Austin.





MEMORANDUM

TO:

Parks and Recreation Board Members

FROM:

Jesus M. Olivares, Director

Parks and Recreation Department

DATE:

SUBJECT: 1996 Yule Fest -- Tree Lighting and Trail of Lights Grand Opening

With the holiday season fast approaching, plans are well underway for the City of Austin's 1996 Yule Fest at Zilker Park. We would be greatly honored if you would join us for this festive occasion by attending the following events on the dates and times indicated:

Zilker Tree Lighting Ceremony, Sunday, December 1st, 6:00pm — Yule Fest begins each year with a ceremony lighting of the 165-foot manmade Tree of Lights in Zilker Park. This tree, which can be seen from points around Austin, has become a symbol of the holiday season and remains lighted each night through December 31st.

Trail of Lights Grand Opening, Sunday, December 8th, 7:00pm — December 8th marks the first of the Pedestrian Nights for the Trail of Lights. Visitors may ride the Capital Metro Yule Fest Shuttle to the entrance gate and enjoy walking through the Trail. Visitors can also visit: Casa Navidena to view and make traditional holiday decorations; Santa's House for a visit with the "jolly old elf" himself; the main stage for live performances featuring local entertainers; the Cantina for holiday treats.

To RSVP for the Trail of Lights Grand Opening, call Kim Braun, Administrative Assistant, Cultural Affairs, at 397-1452. She will provide you with information on parking and road closures. She will also provide the location where attending Parks Board Members should convene to participate in the Grand Opening parade.

Hope to see you there -- record attendance is anticipated!

Jesus M. Olivares, Director

Parks and Recreation Department

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xc. Jack W. Anderson, Division Manager, Cultural Affairs Kim Mitchell, Staff Liaison, Parks and Recreation Board



TO:

Parks Board Members

FROM:

Jesus M. Olivares, Director

Parks and Recreation Department

DATE:

November 20, 1996

SUBJECT:

City of Austin Facility Naming

For your information, attached is the City of Austin Street and Facility Naming Ordinance and the Parks and Recreation Facility Naming Policy Protocol. These procedures were discussed at our last Parks Board meeting, and I felt it might be helpful for your information.

Jesus M. Olivares, Director

Parks and Recreation Department

Attachment

CITY OF AUSTIN STREET AND FACILITY NAMING POLICY

I. Purpose

A. To establish uniform procedures for naming City streets and facilities that will provide individual citizens, citizens' groups or City Departments consistent guidelines for initiating such action.

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II. Facilities

A. Current practice

Generally projects are referred to by type plus number Station No. 27), geographical Recreation Center), district (Montopolis Health Center), street (Menchaca Branch Library), or use (Senior Citizens Activity Center) when initiated in the Capital Improvements Program. These references usually continue with the project through design and construction and result in these references being used on the building plaques.

On rare occasions a facility has been named, during the preliminary phases, for an individual that has provided

outstanding service to the City.
Occasionally, an existing facility is renamed to honor an individual that has provided outstanding service to the City.

General building types

Following are general building types constructed by the City. An asterisk denotes facilities recommended for naming considerations.

a. Aviation (Airport)

(1) Terminal Building (2) Associated Buildings

Brackenridge Hospital

c. Electric

(1) Administration Building

Service Yards

* (3) Power Plants Emergency Medical Services

(1) Stations

Energy Management (1) Offices

Fire

Administration Building Fire Prevention Building

(3) Stations(4) Training Structures Health (1) Neighborhood Clinics Human Services (1) Neighborhood Centers i. Libraries * (1) Main Library (2) History Center * (3) Branch Libraries Parks and Recreation (1) Administration Building * (2) Recreation Centers (3) Senior Activity Center (4) Swimming Pools (5) Parks (6) Playgrounds (7) Rest Rooms (8) Service Yards (9) Special Police (1) Administration Building (2) Training Building Training Building (3) Neighborhood Stations Public Events (1) Auditorium * (2) Coliseum m. Public Works (1) Service Yards (a) Administration Buildings (b) Utility Buildings Purchasing (1) Stores Buildings Urban Transportation (1) Maintenance Buildings (2) Austin Transit Vehicle Services (1) Service Yards (a) Administration Buildings Garage Buildings Utility Buildings (d) Radio Shop Water & Wastewater Service Yards (a) Administration Buildings Utility Buildings Main Administration Building (2)

- r. General Office Buildings
 - (1) Municipal Building

* (2) Municipal Annex

(3) Rebekah Baines Johnson Building

C. Recommendations

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l. Building Facilities, Parks, Pools and Playgrounds

a. Only facilities directly serving the public will be named. The most logical facilities are those with asterisks on the list of building types in II.B.

- b. Features within facilities, such as fountains, reflective pools, special rooms, special features or equipment, can be dedicated to the memory of worthy individuals by appropriate plaques without actually naming or renaming the facility. This alternative can recognize the valuable contributions of citizens, employees killed in line of duty, and so forth.
- c. Recognition plaques for deserving individuals or groups may be placed in individual facilities.

d. Buildings, parks or other facilities previously named for individuals shall not be renamed.

e. Facilities may be named for deceased or living persons. For a living person to be considered they shall have established creditable service to the

community and City of Austin.

f. New buildings should be considered for official naming upon completion of the schematic design in order that the official name can be established and made a part of the dedication plaque. The Public Works Department staff will alert the User Department in the event the Board/Commission or Department desires to submit an application for officially naming the project. If an application is not submitted, the project reference in the C.I.P. will be used on the dedication plaque.

g. Establish an application procedure for naming new facilities or renaming existing facilities not

previously named for an individual.

D. Application Procedure

 User Departments, Boards or Commissions may submit applications for naming new facilities during the early planning phases. The Public Works Department staff will alert the User Department advising them of this option. .2. Names for new facilities may be initiated by any person or group and submitted to the Public Works Department. Applications will contain information as follows:

a. A biographical sketch of the person whose name is suggested. Substantiate person's involvement in the

community or departmental activity.

 Provide justification for name if it is not that of an individual.

c. Provide a Statement noting the appropriateness of the facility, facility activity, and the person being recommended.

In the event the application is for renaming an existing facility, it shall include an estimate of cost to the City for replacement of signs and

plaques.

Completed applications after being reviewed by the Public Works staff will be submitted to the board or commissions having jurisdiction for the appropriate department or the Planning Commission in the absence of any board or commission. The board or commission will then make its recommendation to the City Council at least four weeks prior to consideration by the City Council.

4. The City Council may accept special gifts and consider

specific conditions concerning names.

 Applications for renaming existing facilities will follow the preceding procedures and must be initiated by the City Council, a Board or Commission or User Department.

III. Street Name Changes

A. Ordinance 80 0214-A (attached) is an appropriate document for street name changes.

. Recommended amendments to the Ordinance

- Article III, Section 31-101(a) Director of Engineering changed to read Director of Public Works.
- Article III, Section 31-101(c) Engineering Department changed to read Public Works and Engineering Department.
- Article III, Section 31-102(a) Engineering Department changed to read Public Works and Engineering Department.
- Article III, Section 31-102(a)(5) Public Works Department changed to read Public Works and Engineering Department.

5. Article III, Section 30-103(b) - Engineering Department changed to read Public Works and Engineering Department.

 Article III, Section 31-103(a) - Engineering Department changed to read Public Works and Engineering Department.

- 7. Article III, Section 31-103(c) Engineering Department changed to read Public Works and Engineering.
- C. This ordinance does not apply to temporary ceremonial street names honoring an individual.
- IV. Forms
 - A. PBD 061284 Application for Facility Naming

Approved by City Council on September 13, 1594

James & Milityo

APPLICATION FOR FACILITY HAMING

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Signature

City of Austin PARKS AND RECREATION DEPARTMENT POLICY/PROCEDURE

Title: Facility Naming Policy

Protocol

Reference: City of Austin Street and Facility

Naming Policy

Effective Date: 09/01/94

Dept. Approval:

Revised Date:

Purpose: To ensure family members of individuals for whom a Parks and Recreation Department facility is being named or re-named are aware of the proposal.

Reference: City of Austin Street and Facility Naming Policy

Policy: The Division Manager or Section Head responsible for the coordination of efforts to name or re-name a facility will ensure the individual being honored or his family (if the individual is deceased) is notified of the proposed naming. In addition, s/he will ensure the individual and/or family are invited to Parks and Recreation Board and City Council meetings where the item is scheduled for consideration and to any formal ceremonies resulting from the naming. It should be noted that parks previously named for an individual may not be re-named. Parks previously named for a geographical feature (Walnut Creek Park), street (Alamo Recreation Center) or region (Northwest Recreation Center) may be re-named.

Procedure: The individual shall be notified by letter prepared by the Division Manager or Section Head and signed by the Director of Parks and Recreation that the naming has been recommended. Included should be the date, time and location of the Parks Board and City Council meetings where the item is to be considered. While the matter may be initially handled with a telephone call, a letter should be sent as confirmation.

After the naming is approved by Council, the Division Manager or Section Head shall confer with the individual and/or family to obtain a list of names to be included on the invitation list for any formal ceremony resulting. Example: if a new park is named for an individual and a dedication ceremony is scheduled, the family should be asked for names and addresses to include on the invitation list.

Facility Naming Policy Protocol page 2

The Division Manager or Section Head shall work with the Community Services Manager to ensure the individual and/or family are acknowledged and included in the program at the ceremony.

Report(s) Required: Copies of the Facility Naming Form
Request (if any), correspondence with the individual and/or
family, minutes from the Parks Board and City Councilme tings oproving the name, the invitation to the ceremony,
and the program from the ceremony shall be filed in a packet
in the Parks and Recreation Department Central Files.

Attachments: Application for Facility Naming, City of Austin Street and Facility Naming Policy